

# Valles Caldera Trust

**Job Title:** Recreation Assistant

**Agency:** Valles Caldera Trust

**Job Announcement Number:** 13-VCT-06

**THIS POSITION WILL NOT BE POSTED ON USAJOBS**

**SALARY RANGE:** \$15.00 Per Hour

**OPEN PERIOD:** Fri, Mar 29, 2013 – Fri, Apr 5, 2013

**SERIES & GRADE:** GG-0189-05

**POSTION INFORMATION:** Full Time – Temporary NTE 6 month

**DUTY LOCATION:** 1 vacancy in Jemez Springs, NM

**WHO MAY APPLY:** United States Citizens

## **JOB SUMMARY:**

**ON THE VALLES CALDERA TRUST:** The Valles Caldera Trust (VCT) is a wholly owned government corporation subject to the Government Corporation Control Act. The Trust was created by the Valles Caldera Preservation Act of 2000 to preserve and protect the historic Baca Ranch in the Jemez Mountains in north-central New Mexico. The ground breaking legislation that provided for the federal purchase of this 89,000-acre ranch nestled inside a volcanic caldera also created a unique experiment in public land management. The agency, i.e., the Trust, operates a working ranch, as well as a variety of other agricultural, educational, recreational, and scientific operations in a dynamic developing enterprise.

This position provides technical assistance to the VCT Recreation Planner and will be engaged in a variety of support work pertaining to the planning of new or expanded recreational activities within the Preserve, including providing technical support in the initial planning phases for a new Visitor Center. Most duties are performed in the VCT Office, however part of the work will require field activities on the main Preserve such as collecting site data, conducting site analysis, exploring possible new routes, trails, or other field exploratory work throughout the grounds of the Preserve.

Contact Information Regarding Duties of the Position: Dave Davis, Landscape Architect at 505-428-7732.

## **KEY REQUIREMENTS**

- U.S. Citizenship
- Driver's License

## **DUTIES:**

### **Major Duties**

Under direction of the Recreation Planner, compiles technical reports to support and guide future development of the preserve. Assists higher-grade workers to ensure documents are accurate and complete. Utilizes word processing and writing skills to support the creation of planning documents.

Performs work involved in developing maps and illustrations for a Transportation and Recreation Infrastructure plan. Utilizes CAD, Photoshop, and Arc GIS to complete tasks. Assists in developing scenarios related to programmatic level planning.

Collects, compiles and summarizes information for recreation data management systems. Provides input for programming and planning.

Collects data such as visitor use in established recreation areas, areas of concentrated public use, or those requiring special access.

Researches and gathers data from surveys and incorporates information into proposed recreational activities based on public input.

At times, may assist recreation special use coordinator, or other Operations and Natural Resource staff with tasks related to recreation management and facilitating special use events.

May engage in providing detailed information about recreation opportunities to visitors and explains the rules and regulations of the Preserve. Provides information on resource management practices, regulations and current conditions.

Other duties as assigned by the Recreation Planner.

## **QUALIFICATIONS REQUIRED:**

Basic requirements: A candidate must have had one (1) year of specialized experience equivalent to the GS-5 level. Specialized experience is experience that is directly related to the work of the position for which application is made: Examples of specialized experience include, but are not limited to: Assisting in the development of an outdoor recreation program or work involving trail design; experience in geographic information systems (GIS), computer aided design (CAD), and Photoshop as part of duties related to outdoor recreation planning, landscape architecture, or urban planning.

OR

Successful completion of a 4-year course of study leading to a bachelor's degree with major study or at least 24 semester hours in courses related to recreation.

OR

A combination of education and experience may be used to meet the total experience requirement.

## **HOW YOU WILL BE EVALUATED:**

Your application will be evaluated and rated under the Valles Caldera's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses to the knowledge, skills and abilities included in this vacancy announcement. Your application will then be placed in one of three categories: Best Qualified,

Highly Qualified, or Qualified. Names of candidates in the best qualified category will be sent to the hiring official for employment consideration. Candidates within the best qualified category who are eligible for veteran preference will receive selection priority over non-veteran preference eligibles.

**The knowledge, skills, and abilities described below will be used to determine which applicants are considered “well qualified”.**

1. Knowledge of landscape architecture site analysis methods to provide conceptual site planning solutions.
2. Knowledge of general principles and practices pertaining to site planning, pedestrian circulation, vehicle circulation, road alignment, and outdoor recreation design.
3. Ability to communicate orally.

## **BENEFITS:**

You will earn annual vacation leave.

You will earn sick leave.

You will be paid for federal holidays.

## **OTHER INFORMATION:**

This position is in the Excepted Service. This position is being filled by an alternative hiring process and is not in the competitive civil service.

Applicants who wish to be notified as to the status of their application will need to provide an e-mail address as part of their application.

A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Recommended: SF-181 Race and National Origin [http://www.opm.gov/forms/pdf\\_fill/sf181.pdf](http://www.opm.gov/forms/pdf_fill/sf181.pdf)

Government housing may be available. No pets are allowed.

Position is equivalent to: GS 05.

## **HOW TO APPLY:**

Your application package must be submitted via hard copy mail and must be post marked by the closing date of this announcement. Applications submitted via e-mail will not be accepted. Hand delivered application packages will also be accepted if they are received by 4:30 pm on closing date of announcement.

A specific application form is not required.

Submit Your Application Package To:

Valles Caldera Trust  
Attention: 13-VCT-06

18161 State Hwy 4  
PO Box 359  
Jemez Springs, NM 87025

## REQUIRED DOCUMENTS:

1. Your Résumé/Application
2. A copy of your College Transcripts if qualifying based on education. (Non-official copies are acceptable)
3. At least 3 references (Name, title, and contact information)

Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted via mail or hand-delivered. Please be sure to include all of the following information in your resume as applicable:

### Job Information:

#### 1. Required resume/application information:

- Job Announcement Number
- Title of position you are applying for.
- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code). An e-mail address, if you wish to be notified as to the status of your application.
- Country of Citizenship.

#### 2. Education:

- Colleges and/or Universities attended, city, state and zip code.  
- Major field(s) of study; Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours. Transcripts are not required in the application unless your qualification for the position depends on education level.

#### 3. Required work experience information:

- Job titles, grade (if applicable), duties, and accomplishments of past work experience, both paid and non-paid (indicate which).
- Specific dates and hours of employment, both paid and non-paid related to the position for which you are applying (do not provide copies of job descriptions). Indicate full-time or part-time work schedules.
- Employer's name and addresses
- Supervisor's name and phone number. Indicate if your current supervisor may be contacted.
- If ever employed by the Federal Government, provide the highest Federal civilian grade held and job series.

#### 4. Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, etc.)
- Job-related certificates and licenses (type and year).

- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send copies of documents.

## **AGENCY CONTACT INFO:**

Lenda Folks, Administrative Clerk  
Phone: 505-661-3333

Dave Davis, Landscape Architect  
Phone: 505-428-7732

## **WHAT TO EXPECT NEXT:**

We expect to make a selection within 45 days of the closing date of this announcement.

## **EEO POLICY STATEMENT:**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

## **REASONABLE ACCOMMODATION:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

## **VETERANS INFORMATION:**

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. Veterans' preference does not apply to positions in the Senior Executive Service or to internal agency actions such as a reassignment or promotion. When claiming preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other acceptable documentation. Applicants claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference. If you have questions about the applicability of veterans' preference, special veteran appointing authorities, and other veteran related topics, please visit <http://www.fedshirevets.gov>.

## **LEGAL AND REGULATORY GUIDANCE:**

**Social Security Number** - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Your Social Security Number will be required at time of hire.

**Privacy Act** - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**False Statements** - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.